

11 JAN 00

UPDATED 05 JUNE 2000

## Information Management: Records Management LIST OF APPROVED RECURRING REPORTS

**Summary.** This pamphlet contains an updated listing of controlled recurring reports. Pamphlet will be maintained electronically on the TRADOC Homepage and updated as changes occur. Deputy Chiefs of Staff and Special Staff Offices are responsible for ensuring the proponent of this pamphlet is notified when a new recurring requirement is received from higher headquarters or one is imposed by HQ TRADOC on a subordinate activity.

**Applicability.** This pamphlet applies to HQ TRADOC staff, major subordinate commands, installations, and activities.

**Suggested improvements.** The proponent of this pamphlet is the Deputy Chief of Staff for Information Management (DCSIM). The validity and currency of the information contained in this pamphlet is dependent on the offices which receive, establish, and monitor reporting requirements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 102 McNair Dr., Fort Monroe, VA 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address: atimi@monroe.army.mil

**Availability.** This publication is only available on the TRADOC Homepage at <http://www-tradoc.army.mil>

### Contents

|   | Paragraph | Page |   | Paragraph | Page |
|---|-----------|------|---|-----------|------|
| Purpose .....   | 1         | 1    | <b>Appendixes</b>   |           |      |
| References .....  | 2         | 1    | A. References .....                                       |           | 2    |
| Explanation of abbreviations, terms, and codes .....                    | 3         | 1    | B. Monitoring Staff Office .....                          |           | 2    |
| Monitoring information reporting requirements .....                     | 4         | 1    | C. Reports by Monitoring Staff Office ...                 |           | 3    |
| Assignment of a requirements control symbols .....                      | 5         | 2    | D. Alphanumeric Index of Approved Recurring Reports ..... |           | 23   |
| Listing of information reporting requirements .....                     | 6         | 2    | E. Index of Reporting Forms .....                         |           | 24   |
| Alphanumeric index of approved recurring information requirements ..... | 7         | 2    | <b>Glossary</b> .....                                     |           | 24   |
| Numerical listing of reporting forms .....                              | 8         | 2    |   |           |      |

**1. Purpose.** To identify approved Department of Defense (DoD), Department of the Army (DA), interagency, and HQ TRADOC reports which TRADOC staff, organizations, and activities are preparing agency(ies); and HQ TRADOC monitoring staff offices.

**2. References.** Required and related publications are listed in appendix A.

**3. Explanation of abbreviations, terms, and codes.** The glossary contains abbreviations, terms, and codes used in this pamphlet.

**4. Monitoring information reporting requirements.** Within their area of primary interest, the HQ TRADOC monitoring staff offices identified in appendix B--

---

\*This pamphlet supersedes TRADOC Pamphlet 25-53, 30 December 1994

## TRADOC Pam 25-53

a. Ensure all TRADOC, DoD, DA, and interagency reports prepared by HQ TRADOC and command elements are correctly identified in this pamphlet (app C) unless exempt. Exemptions from management information control are cited in the prescribing directive. Uncontrolled (those without a requirement control symbol) reports need to be brought to the attention of the proponent of this pamphlet.

b. Provide the proponent of this pamphlet with all directives, both HQ TRADOC and non-TRADOC, which create, change, supersede, or rescind reports.

### 5. Assignment of requirements control symbols (RCS).

a. The designated Management Information Control Officer (MICO) with jurisdiction assigns the RCS to approved management information requirements (see AR 335-15). The proponent for this pamphlet is the HQ TRADOC and command MICO.

b. The prefix will be changed when proponenty for a report is transferred to another activity or upon reorganization after the prescribing directive is changed.

### 6. Listing of information reporting requirements by monitoring staff office (see app C).

### 7. Alphanumeric index of approved recurring information requirements (see app D).

### 8. Numerical listing of reporting forms (see app E).

---

## Appendix A References

### Section I Required Publication

AR 335-15  
Management Information Control System

### Section II Related Publication

AR 25-400-2  
The Modern Army Recordkeeping System (MARKS)

---

## Appendix B Monitoring Staff Office

|   | PAGE NO IN APP C<br>REQUIREMENTS INITIATED<br>BY HQ TRADOC | PAGE NO IN APP C<br>REQUIREMENTS INITIATED<br>BY DA/DOD |
|---|--|---|
| Chief of Staff/Command Group                                  |  | 3   |
| Asst Chief of Staff (USAR)                                    | 4  |   |
| Small and Disadvantaged Business Utilization<br>(SADBU)       | 4  | 4   |
| Equal Employment Opportunity (EEO)                            | 4  | 4/5   |
| Command Safety Office   | 5  | 5/6   |
| Deputy Chief of Staff for Base<br>Operations Support (DCSBOS) | 6/7  | 7/13  |

|  | PAGE NO IN APP C<br>REQUIREMENTS INITIATED<br>BY HQ TRADOC | PAGE NO IN APP C<br>REQUIREMENTS INITIATED<br>BY DA/DOD |
|--|--|---|
| Deputy Chief of Staff for Combat Developments (DCSCD)      | 14   | 14/15   |
| Deputy Chief of Staff for Doctrine (DCSDOC)                | 15   | 15  |
| Deputy Chief of Staff for Training (DCST)                  | 15/16  | 16  |
| Deputy Chief of Staff for Resource Management (DCSRM)      | 17/18  | 18  |
| Deputy Chief of Staff for Information Management (DCSIM)   | 19   | 19  |
| Deputy Chief of Staff for Intelligence (DCSINT)            |  | 19  |
| Deputy Chief of Staff for Simulations and Analysis (DCSSA) |  | 20  |
| Office, Chief of Public Affairs (OCPA)                     |  | 20  |
| Inspector General (IG)                                     |  | 20  |
| Office, Internal Review and Audit Compliance (OIRAC)       |  | 20  |
| Staff Judge Advocate (SJA)                                 |  | 21  |
| Chaplain   |  | 21  |
| Military History   |  | 22  |

**Appendix C**  
**Reports by Monitoring Staff Office**

| CHIEF OF STAFF/COMMAND GROUP<br>REQUIREMENTS INITIATED BY DA/DOD |   |           |  |                  |
|--|---|-----------|--|------------------|
| REPORTS CONTROL<br>SYMBOL  | TITLE AND FORM NUMBERS                      | FREQUENCY | PRESCRIBING DIRECTIVES                   | PREPARING AGENCY |
|  | OPREP                                       | AR        | AR 500-1                                 | *<br>HQ TRADOC   |
|  | OPSEC REPORT                                | A         | AR 530-1                                 | HQ TRADOC        |
|  | TREATY COMPLIANCE                           | SA        | INF TREATY AND DA<br>IMPLEMENTATION PLAN | HQ TRADOC        |
|  | CIVILIAN LAW ENFORCE-<br>MENT ORGANIZATIONS | Q         | AR 500-51                                | HQ TRADOC/INSTLS |

\* Report designated as CG interest

**ASSISTANT CHIEF OF STAFF (UNITED STATES ARMY RESERVE) (USAR)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b> | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|-------------------------------|------------------|-------------------------------|-------------------------|
|                                   | USAR SITREP                   | M                | MEMO                          | HQ TRADOC/INSTLS        |

**SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b> | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|-------------------------------|------------------|-------------------------------|-------------------------|
|                                   | SMALL BUSINESS PROGRAM PLAN   | A                | DOD 4205.1                    | INSTLS                  |

**SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>                | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|-------------------------------|-------------------------|
|                                   | MID-YEAR SMALL BUSINESS PROGRAM PLAN REVIEW  | A                | SEC 644 TITLE 15 USC          | HQ TRADOC/INSTLS        |
|                                   | FINAL SMALL BUSINESS PROGRAM PLAN REVIEW     | A                | SEC 644 TITLE 15 USC          | HQ TRADOC/INSTLS        |
|                                   | AWARD PROJECTIONS                            | A                | SEC 644 TITLE 15 USC          | HQ TRADOC/INSTLS        |
|                                   | SMALL BUSINESS SPECIALIST APPOINTMENT        | AR               | DOD 4205.1                    | HQ TRADOC/INSTLS        |
|                                   | CERTIFICATE OF COMPETENCY                    | AR               | DEFENSE FAR SUPPL             | HQ TRADOC/INSTLS        |
| DD-ACQ(AR)1862                    | SMALL BUSINESS COORDINATION RECORD (DD 2579) | AR               | DOD 4205.1 ARMY FAR SUPPL     | HQ TRADOC/INSTLS        |

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>      | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|------------------------------------|------------------|-------------------------------|-------------------------|
|                                   | EQUAL EMPLOYMENT OPPORTUNITY (EEO) | Q                | TRADOC EEO OFC                | INSTLS                  |

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>   | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b>         | <b>PREPARING AGENCY</b> |
|-----------------------------------|---------------------------------|------------------|---------------------------------------|-------------------------|
|                                   | SEP GOALS, OBJECTIVES           | A                | AR 690-12/<br>DOD 1440-1/<br>EO 11375 | HQ TRADOC/INSTLS        |
|                                   | COMPLAINT PROCESSING STATISTICS | Q                | EEOCRA                                | HQ TRADOC/INSTLS        |
|                                   | END STRENGTH REPORT             | SA               | MEMO, DA EEO AGCY                     | HQ TRADOC               |

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>  | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|-------------------------------|-------------------------|
|                                   | ANNUAL FEDERAL EEO<br>STATISTICAL REPORT OF<br>DISCRIMINATION COMPLAINTS<br>(462) REPORT | A                | EEOC MD-110                   | HQ TRADOC/INSTLS        |
|                                   | AFFIRMATIVE EMPLOYMENT PROG<br>PLAN ACCOMPLISHMENT REPORT                                | A                | EEOC MD-714                   | *<br>HQ TRADOC/INSTLS   |

**COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b> | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|-------------------------------|------------------|-------------------------------|-------------------------|
| CSOCS-308/309                     | TRAINING ACCIDENT REPORT      | Q                | TR 385-2                      | *<br>INSTLS             |

**COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>   | <b>FREQUENCY</b>                           | <b>PRESCRIBING DIRECTIVES</b>  | <b>PREPARING AGENCY</b> |
|-----------------------------------|---|--|--|-------------------------|
|                                   | TRADOC QUARTERLY FIRE<br>REPORT   | Q  | THIS REPORT WAS<br>INITIATED FOR FY99<br>UNTIL TRANSITION FROM<br>DFIRS TO NFIRS IN FY00 | INSTLS                  |
|                                   | ARMY ANNUAL OCCUPATIONAL<br>SAFETY AND HEALTH REPORT                          | A  | DODI 6055.1/AR 385-10  | HQ TRADOC               |
|                                   | ACCIDENT EXPOSURE REPORT  | AR   | AR 385-40  | HQ TRADOC               |
|                                   | RADIATION INCIDENT REPORT   | AR   | AR 40-5/385-11   | INSTLS                  |
|                                   | RANGE SAFETY WAIVER   | A  | AR 385-62/385-63/<br>TR 385-2  | INSTLS                  |
|                                   | EXPLOSIVE SAFETY WAIVER   | A  | AR 385-64/<br>TR 385-2   | INSTLS                  |
| CSOCS-308/309                     | CLASS A&B ACCIDENT<br>REPORTS   | AR   | AR 385-40/<br>TR 385-2   | HQ TRADOC/INSTLS        |
| ATBO-S                            | SERIOUS ACCIDENT REPORTS  | AR   | AR 385-40/<br>TR 385-2   | HQ TRADOC               |
|                                   | TESTER, DENSITY & MOISTURE<br>(MC-1)  | AR   | AR 11-9; NRC LICENSE<br>21-01222-05  | INSTLS                  |
|                                   | TRANSFER OF INDIVIDUALLY<br>CONTROLLED RADIOACTIVE<br>ITEMS OF SUPPLY (ICRIS) | as needed<br>when owner-<br>ship exchanged | AR 11-9; NRC LICENSE<br>21-01222-05/10 CFR   | INSTLS                  |
|                                   | IONIZING RADIATION<br>INCIDENT REPORTS  | when<br>accident/<br>incident occurs       | AR 11-9; NRC LICENSE<br>21-01222; 10 CFR   | INSTLS                  |
|                                   | NON-IONIZING RADIATION<br>EXPOSURES   | when non-<br>ionizing<br>exposure occurs   | AR 11-9/40-5   | INSTLS                  |

COMMAND SAFETY OFFICE (CSO)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY              | PRESCRIBING DIRECTIVES           | PREPARING AGENCY |
|---------------------------|---|------------------------|----------------------------------|------------------|
|                           | CHEMICAL AGENT SPILL  | when a<br>spill occurs | AR 40-5/50-6                     | INSTLS           |
|                           | BIOLOGICAL DEFENSE<br>MISHAP                                  | AR                     | AR 40-5                          | HQ TRADOC        |
| DD-ACQ&T                  | DOD FIRE INCIDENT<br>REPORT (DD 2324-A)                       | AR                     | DODI 6055.7/<br>6055.6/AR 420-99 | INSTLS           |
| DD-ACQ&T                  | DOD SUMMARY NO-LOSS<br>FIRE EMERGENCIES<br>REPORT (DD 2324-1) | Q                      | DODI 6055.7/<br>6055.6/AR 420-99 | INSTLS           |
|                           | EXPLOSIVES STORAGE<br>LICENSE                                 | AR                     | AR 385-64/<br>TR 385-2           | INSTLS           |

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY                                  | PRESCRIBING DIRECTIVES | PREPARING AGENCY      |
|---------------------------|--|--|------------------------|-----------------------|
| ATBO-20(R4)               | ACTIVE ARMY DRILL SERGEANT<br>REPORT                               | M  | TR 350-16              | TRADOC TCs            |
| ATBO-20(R4)               | DS STRENGTH REPORT BY<br>NAME, GAINS, AND LOSSES                   | M  | TR 614-200             | INSTLS                |
| ATBO-61                   | QUARTERLY TRAINEE ABUSE  | Q  | TR 350-12              | *<br>TRADOC TCs       |
|                           | SITUATION REPORT (SITREP)<br>ON STATUS OF SIDPERS-3<br>FIELDING    | M  | TRADOC MEMO            | INSTLS                |
|                           | TRADOC READINESS REPORT<br>INSTALLATION HOLDOVER<br>SUMMARY REPORT | SA   | TRADOC LOI             | *<br>INSTLS           |
|                           | LIBRARY MANAGEMENT DATA<br>REPORT SYSTEM (LMDRS)                   | Q  | DCSBOS (ATBO-FL)       | INSTLS                |
|                           | TRADOC QUARTERLY<br>STATISTICAL REPORT<br>(ALCOHOL & DRUG)         | Q  | TRADOC ADAPCP          | INSTLS                |
|                           | INMATE POPULATION REPORT   | W  | TRADOC CPM POLICY      | INSTLS                |
|                           | POST HOLIDAY ACCIDENT/<br>INCIDENT TRADOC                          | AR   | TR 385-2               | *<br>HQ TRADOC/INSTLS |
|                           | EXPOSURE REPORT  | Q  | TR 385-2               | INSTLS                |
|                           | COMMAND INCIDENT REPORT<br>(CIR)                                   | w/n 24 hrs of<br>discovery<br>notification | HQ TRADOC              | *<br>INSTLS           |

\* Reports DCSBOS designated as CG/CofS interest

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS                    | FREQUENCY              | PRESCRIBING DIRECTIVES          | PREPARING AGENCY |
|------------------------|---|------------------------|---------------------------------|------------------|
|                        | MILITARY CONSTRUCTION PRIORITIES          | A                      | AR 415-15                       | INSTLS           |
|                        | UNACCOMPANIED BUILDING INVENTORY (UBI)    | AR                     | TRADOC MEMO                     | INSTLS           |
| ATBO-1                 | DINING FACILITY OPNS RPT (TRADOC 216-R-E) | M                      | TR 30-3                         | INSTLS           |
| ATBO-23(R2)            | TRAFFIC ACTIVITY REPORT (TRADOC 406-R)    | Q                      | DOD 4500-34-R/4500.9-R/ TR 55-5 | INSTLS           |
|                        | TRADOC READINESS REPORT (TRR)             | SA                     | HQ TRADOC                       | DCSBOS/DCST      |
|                        | QUARTERLY FAMILY CHILD CARE REPORT        | Q                      |                                 | INSTLS           |
|                        | FORCE PROTECTION (FP) PROGRAM ASSESSMENT  | A<br>(PRIOR TO 15 NOV) | TR 525-13                       | INSTL            |
|                        | FORCE PROTECTION                          | SA                     | TR 525-13                       | INSTL            |

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS                                 | FREQUENCY | PRESCRIBING DIRECTIVES         | PREPARING AGENCY  |
|------------------------|--|-----------|--------------------------------|---|
|                        | FORT BENNING DEPLOYMENT/ REDEPLOYMENT DAILY SITREP     | D         | FM 100-17                      | FORT BENNING (CF: HQDA)   |
|                        | ANNUAL COMPETITION REPORT                              | A         | AFARS 6.502(B) (S-90)          | HQ TRADOC   |
|                        | PROJECTED COMPETITION GOAL                             | A         | AFARS 6.502(B) (S-91)          | HQ TRADOC   |
|                        | TRADOC ADVANCED ACQUISITION PLANNING (TAAPS)           | A         | PL 100-656/ TR 70-1            | HQ TRADOC   |
| DD-IG (SA) 1580        | STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS      | SA        | TAI 15.890.3                   | HQ TRADOC   |
|                        | OFFICER REQUISITION REQUESTS                           | Q         | INSTR PUBLISHED BY OFFICER MGT | HQ TRADOC   |
|                        | SEXUAL MISCONDUCT REPORT                               | M         | DA DIRECTED                    | INSTLS; CADET CMD; ORD CEN & SCH; OMMCS   |
| CSGPA-1746             | NUMBER AND TYPES OF AWARDS AND DECORATIONS (DA 4612-R) | A         | AR 600-8-22                    | INSTLS/ACTVS  |
|                        | ENTRANCE NATIONAL AGENCY HOLDOVER REPORT               | M         | DCSPER MSG 151930Z OCT 92      | INSTLS (LESS LVN, HUA, (ENTNAC) BLI, MON, DLI, AND CARLISLE); ORD CEN & SCH; SCH OF MUSIC |
|                        | FOREIGN LANGUAGE PROFICIENCY PAY RPT                   | M         | AR 611-6                       | INSTLS/ACTVS  |

\* CG/CofS INTEREST

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY              | PRESCRIBING DIRECTIVES                              | PREPARING AGENCY  |
|---------------------------|--|------------------------|---|---|
|                           | MONTGOMERY GI BILL RPT   | M                      | AR 621-202  | INSTLS (LESS LVN, MON, DLI,<br>AND CARLISLE); ORD CEN &<br>SCH; OMMCS |
| AG-860                    | FUNERAL SUPPORT DATA<br>REPORT   | A                      | AR 600-25   | INSTLS (LESS MON, DLI,<br>AND CARLISLE)                               |
|                           | ARMY CAREER AND ALUMNI<br>PROGRAM (ACAP) CLIENT<br>GUIDANCE MEMO   | M                      | HQDA ACAP FULL<br>IMPLEMENTATION<br>24 JUN 93       | INSTLS (LESS MON, DLI,<br>AND CARLISLE)                               |
| CSGPA-1471 (R1)           | NARRATIVE AND STATISTICAL<br>RPT ON EQUAL OPPORTUNITY<br>PROGRESS  | Q/A                    | AR 600-20/<br>DA PAM 600-26                         | INSTLS  |
|                           | MIL/CIV PERSONNEL<br>STRENGTH REPORT   | W                      | TRADOC GUIDANCE<br>(SGS E-MAIL)                     | *<br>HQ TRADOC  |
|                           | NON-DEPLOYABLE REPORT  | Q                      | DCSPER MEMO,<br>DEC 94                              | INSTLS  |
|                           | INITIAL, INTERIM AND CLOSEOUT<br>RPT OF CHILD ABUSE IN DOD<br>OPERATED OR SANCTIONED<br>(DA 7318-1-R/7318-2-R) | w/n 24 hrs<br>of abuse | PL 93-247/AR 608-18<br>DOD 6400.1/<br>6400-2/6400.3 | HQ TRADOC/INSTLS  |
|                           | EXCEPTIONAL FAMILY MEMBER<br>PROGRAM ASSESSMENT GUIDE<br>(DA 7351-R)   | A                      | AR 608-75   | HQ TRADOC/INSTLS  |
|                           | ANNUAL REPORT (CDS)  | A                      | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | ANNUAL REPORT (SAS)  | A                      | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | ANNUAL REPORT (YS)   | A                      | AR 215-1  | HQ TRADOC/INSTLS  |
|                           | CAREGIVER PERSONNEL PAY<br>PROGRAM (CP3)   | SA                     | DODI 6060.1   | HQ TRADOC/INSTLS  |
|                           | APF END STRENGTH REPORT  | M                      | DODI 6060.1   | HQ TRADOC/INSTLS  |
|                           | ANNUAL FEE REPORT (CDS)  | A                      | DODI 6060.1   | HQ TRADOC/INSTLS  |
|                           | MACOM CHILD CARE EVAL<br>TEAM (MCCET) INSPECTION<br>CORRECTIVE ACTION PLAN                                     | A                      | AR 608-10/<br>DODI 6060.2                           | HQ TRADOC/INSTLS  |
|                           | SERIOUS CHILD INJURIES,<br>ACCIDENTS, DEATHS THAT<br>COULD RESULT IN A CLAIM                                   | AR                     | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | CHILD ABUSE/NEGLECT<br>INCIDENTS   | AR                     | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | NATIONAL MEDIA EXPOSURE  | AR                     | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | REPORTABLE OUTBREAKS OF<br>COMMUNICABLE DISEASE  | AR                     | AR 608-10   | HQ TRADOC/INSTLS  |
|                           | CDRS INFORMATION PAPER   | A                      | AR 608-10   | HQ TRADOC/INSTLS  |

\*  
CG/CofS INTEREST



**DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>  | <b>FREQUENCY</b>                   | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------------------------|-------------------------------|-------------------------|
|                                   | INSTALLATION CHILD CARE<br>AVAILABILITY PLAN (ICCAP)   | A                                  | AR 608-10                     | HQ TRADOC/INSTLS        |
|                                   | INSTALLATION SCHOOL AGE<br>SERVICES AVAILABILITY PLAN<br>(ISSAP)                                 | A                                  | AR 608-10                     | HQ TRADOC/INSTLS        |
|                                   | INSTALLATION CHILD CARE<br>EVALUATION (ICCET)  | A                                  | AR 608-10/<br>DODI 6060.2     | HQ TRADOC/INSTLS        |
|                                   | INSTALLATION SCHOOL AGE<br>SERVICES EVAL TOOL (ISASET)   | A                                  | DODI 606.3                    | HQ TRADOC/INSTLS        |
|                                   | ANNUAL UPDATE OF<br>COMMERCIAL SPONSORSHIP   | A                                  | AR 215-1/<br>DODI 1015.10     | HQ TRADOC/INSTLS        |
|                                   | DEPARTMENT OF ARMY<br>CLOTHBOUND AND PAPER<br>BOUND BOOK KIT SURVEY                              | A                                  | AR 215-2                      | HQ TRADOC/INSTLS        |
| 1270 HEW-AN                       | RANDOLPH-SHEPPARD ACT<br>ANNUAL REPORT   | A                                  | AR 210-25/<br>DOD 1125.3      | HQ TRADOC/INSTLS        |
| CSGPA-1291                        | ALCOHOL AND DRUG ABUSE<br>PREVENTION AND CONTROL<br>PROGRAM RESOURCE AND<br>PERF RPT (DA 3711-R) | M                                  | AR 600-85                     | HQ TRADOC/INSTLS        |
|                                   | FEDERAL DRUG-FREE<br>WORKPLACE REPORT  | A                                  | AR 600-85/<br>PL 100-71       | HQ TRADOC/INSTLS        |
| CSGPA-663(R6)                     | CIVILIAN PERSONNEL<br>MANAGEMENT STATISTICAL   | A                                  |                               | HQ TRADOC/INSTLS        |
|                                   | VOLUNTARY EARLY RETIRE-<br>MENT AUTHORITY (VERA)   | after expir-<br>ation of authority | 5CFR, PART 831                | HQ TRADOC/INSTLS        |
|                                   | REDUCTION-IN-FORCE (RIF)   | at conclusion<br>of each RIF       | DA                            | HQ TRADOC/INSTLS        |
|                                   | COMMAND EXECUTION PLAN   | A                                  | MEMO, DA/SAMR,<br>10 FEB 98   | HQ TRADOC               |
|                                   | EXPERTS AND CONSULTANTS  | A                                  | 5USC3109                      | HQ TRADOC/INSTLS        |
| DA&M(A)1538                       | RIGHT TO FINANCIAL<br>PRIVACY ACT (DD 2563)  | A/Q                                | AR 190-6/<br>HQDA POLICY      | HQ TRADOC/INSTLS        |
|                                   | FY PROJECTED MILITARY<br>WORKING DOG REQUIREMENTS  | A                                  | AR 190-12                     | HQ TRADOC/INSTLS        |
|                                   | VICTIM/WITNESS NOTIFICATION<br>REPORT (DD 2701)  | A/Q                                | DOD 1030.1/<br>HQDA POLICY    | HQ TRADOC/INSTLS        |
|                                   | MILITARY WORKING DOG (MWD)<br>ASSET INFORMATION  | SA                                 | AR 190-12                     | HQ TRADOC/INSTLS        |
|                                   | MILITARY WORKING DOG (MWD)<br>STATUS REPORT  | Q                                  | AR 190-12                     | HQ TRADOC/INSTLS        |

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY                   | PRESCRIBING DIRECTIVES               | PREPARING AGENCY   |
|---------------------------|--|-----------------------------|--------------------------------------|--------------------|
| CSGPA-1353 (R3)           | LAW ENFORCEMENT AND DISCIPLINE   | Q                           | AR 190-45                            | HQ TRADOC/INSTLS   |
|                           | CORRECTIONS REPORT (STAFF AUTHORIZED AND ON-HAND; INMATE STATISTICAL DATA) | M                           | AR 190-47                            | HQ TRADOC/INSTLS   |
|                           | SERIOUS INCIDENT REPORT (SIR)  | Upon occurrence of incident | AR 190-40                            | * HQ TRADOC/INSTLS |
| JUST-1010                 | MISSING/RECOVERED FIREARMS, AMMO, AND EXPLOSIVES (DA 3056)                 | Upon occurrence of incident | AR 190-11                            | HQ TRADOC/INSTLS   |
|                           | INSTALLATION COMMANDER'S ANNUAL REAL PROPERTY                              | A                           | AR 405-70                            | HQ TRADOC/INSTLS   |
|                           | INVENTORY OF ARMY MILITARY REAL PROPERTY                                   | SA                          | AR 405-45                            | HQ TRADOC/INSTLS   |
|                           | STEWART B. MCKINNEY HOMELESS ASSIST ACT                                    | Q                           | PL 101-645,104<br>STATUTE 4673       | HQ TRADOC/INSTLS   |
|                           | ARMY STATIONING AND INSTALLATION PLAN (ASIP)                               | A                           | AR 5-18                              | HQ TRADOC/INSTLS   |
|                           | STATUS REPORT ON IMPLEMENTATION OF HWY SAFETY PROGRAM                      | BI                          | DODI 6055.4/<br>AR 55-80             | INSTLS             |
|                           | BRIDGE STRUCTURE INVENTORY AND APPRAISAL                                   | AR                          | AR 420-72/<br>PL 23 CFR 650.3        | INSTLS             |
|                           | DAM INVENTORY REPORT   | BI                          | AR 420-72/PL 104-303                 | INSTLS             |
|                           | DEFENSE UTILITIES ENERGY REPORTING SYSTEM 1 REPORT (DUERS1)                | M                           | DOD 5126.46-M-2/<br>AR 11-27         | INSTLS             |
|                           | DEFENSE UTILITIES ENERGY REPORTING SYSTEM 1 REPORT (DUERS2)                | M                           | DOD 5126.46-M-2/<br>AR 11-27         | INSTLS             |
| ENG-328                   | GENERAL/FLAG OFFICERS QUARTERS COST REPORT                                 | Q                           | AR 210-50                            | HQ TRADOC/INSTLS   |
|                           | GENERAL/FLAG OFFICERS QUARTERS SIX YEAR PLANS                              | A                           | AR 210-50                            | HQ TRADOC/INSTLS   |
|                           | ARMY FAMILY HOUSING BUSINESS OCCUPANCY REPORT                              | M                           | BUSINESS OCCUPANCY<br>PROG IMPL PLAN | HQ TRADOC/INSTLS   |
|                           | STATUS REPORT OF OPERATIONAL STOCKS  | Q                           | AR 710-3                             | HQ TRADOC          |

\* CG/CofS INTEREST

**DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>  | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b>            | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|--|-------------------------|
|                                   | GUIDED MISSILE AND LARGER<br>ROCKET AMMO RECEIPT, AND<br>EXPENDITURES REPORT | M/Q              | AR 710-9                                 | HQ TRADOC               |
|                                   | CATEGORY I MISSILE REPORT  | M                | MSG, HQDA<br>DALO-SMA,<br>081345Z MAY 95 | HQ TRADOC/INSTLS        |
|                                   | WORLDWIDE AMMUNITION<br>REPORTING SYSTEM (WARS)                              | M/Q/SA           | AR 700-22                                | INSTLS                  |
| CSGLD-1596(RS)                    | FOOD COST AND FEEDING<br>STRENGTH SUMMARY<br>(DA 2969-R)                     | M                | AR 30-5                                  | INSTLS                  |
|                                   | CONTINUING BALANCE<br>SYSTEM EXPANDED (CBS-X)                                | W/M              | AR 710-3                                 | INSTLS                  |
| CSGLD-1816                        | FOOD SERVICE SUMMARY<br>(DA 4811-R)  | SA               | AR 30-1                                  | INSTLS                  |
|                                   | LAUNDRY AND DRY CLEANING<br>OPERATIONS (DA 2969)                             | Q                | AR 210-130                               | INSTLS                  |
| CSGLD-1816                        | FOOD SERVICE SUMMARY<br>(DA 4811-R)  | Q                | DOD 1338.10-M                            | INSTLS                  |
|                                   | TROOP ISSUE SUBSISTENCE<br>MANAGEMENT REPORT<br>(DA 7169-R)                  | Q                | AR 30-7                                  | INSTLS                  |
|                                   | STATEMENT OF GAINS AND<br>LOSSES (DA 4170-R)                                 | Q                | AR 30-18                                 | INSTLS                  |
|                                   | MATERIEL CONDITION STATUS<br>REPORT  | M                | AR 700-138                               | INSTLS                  |
|                                   | OPERATIONAL READINESS<br>FLOAT ANNUAL REQUIREMENTS                           | A                | AR 750-1                                 | INSTLS                  |
|                                   | AVIATION INTENSIVE MGT<br>ITEMS SEMI-ANNUAL FORECAST                         | SA               | AR 710-1                                 | INSTLS                  |
|                                   | SPECIAL REPAIR ACTIVITY (SRA)<br>PROGRAM ANNUAL REPORT                       | A                | AR 750-1                                 | INSTLS                  |
|                                   | MISSILE FIRING DATA REPORTS<br>(SHILLELAGHIL/TOW/Dragon)                     | AR               | AR 702-5                                 | INSTLS                  |
|                                   | AMMUNITION CONDITION REPORT  | AR               | DA PAM 738-750                           | INSTLS                  |
|                                   | DINING FACILITY MODERNIZA-<br>TION PLAN DEVELOPMENT<br>(DA 4945-R)           | BI               | AR 30-1                                  | INSTLS                  |
|                                   | SUMMARY OF OPERATIONS<br>REPORT  | Q                | MEMO, HQDA<br>DALO-TST, 5 MAR 87         | INSTLS                  |
|                                   | OZONE DEPLETING CHEMICALS<br>ANNUAL REPORT                                   | A                | DOD 6050.9                               | INSTLS                  |

DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES                                | PREPARING AGENCY                 |
|---------------------------|---|-----------|---|----------------------------------|
|                           | INSTALLATION MENU BOARD<br>MINUTES  | Q         | AR 30-1   | INSTLS                           |
|                           | QUARTERLY ACTION PLANS  | Q         | AR 30-1   | INSTLS                           |
| MTMC-7 (R2)               | CONUS MILITARY INSTALLATION<br>MATERIEL OUTLOADING AND<br>RECEIVING CAPABILITY REPORT | A         | AR 55-4   | INSTLS                           |
| MTMC-11                   | DESCRIPTION OF TERMINAL<br>FACILITIES   | M         | AR 55-354/<br>DOD 4500.9                              | INSTLS                           |
| MTMC-54                   | REPORTING OF TRANSPORTATION<br>DISCREPANCIES IN SHIPMENT                              | AR        | AR 55-38  | INSTLS                           |
| MTMC-74                   | HIGHWAY OFFICER SYSTEMS<br>NEEDS  | AR        | AR 55-80  | INSTLS                           |
| MTMC-75                   | ACCESS ROAD NEEDS   | AR        | AR 55-80/T SUPPL                                      | INSTLS                           |
| MTMC-76                   | MANEUVER AREA ROAD<br>CONDITION REPORT  | AR        | AR 55-80/T SUPPL                                      | INSTLS                           |
| MTMC-88                   | VOLUME MOVEMENT OF<br>FREIGHT   | AR        | DOD 4500.9-R, PART II                                 | INSTLS                           |
| MTMC-98 (R1)              | TRAFFIC ENGINEERING NEEDS   | AR        | AR 55-80/T SUPPL                                      | INSTLS                           |
| MTMC-150                  | HIGHWAY SAFETY STANDARDS  | AR        | AR 55-80/T SUPPL                                      | INSTLS                           |
| MTMC-179                  | CONTAINER MOVEMENT REPORT   | AR        | AR 55-1   | INSTLS                           |
|                           | AGENCY REPORT OF MOTOR<br>VEHICLE DATA  | A         | DOD 4500-36-R/<br>AR 58-1                             | HQ TRADOC                        |
|                           | ANNUAL COMMERCIAL DESIGN<br>MOTOR VEHICLE RQMTS REVIEW                                | A         | AR 58-1   | INSTLS                           |
| CSGLD-14538               | QUARTERLY STRATIFICATION<br>REPORT OF SECONDARY ITEMS                                 | AR        | AR 710-1/37-1   | HQ TRADOC/INSTLS                 |
| CSGLD-1111 (R3)           | MONTHLY MANAGEMENT REPORT<br>STATEMENT 7 NARRATIVE                                    | M         | AR 37-1   | HQ TRADOC/INSTLS                 |
|                           | AWCF MONTHLY FLASH REPORT   | M         | DOD REG 7000.14/<br>MSG, DALO-MRI,<br>MAR 92          | HQ TRADOC/INSTLS                 |
|                           | ANNUAL FORMULATION<br>DIRECTIVE AWCF (BUD 1066)                                       | A         | DOD REG 7000.14                                       | HQ TRADOC/INSTLS                 |
|                           | ANNUAL BOLD GRANT PROJ<br>TRACKING REPORT   | A         | SELF-GENERATED<br>RQMT FROM BOLD<br>GRANTS EXEC GUIDE | INSTLS                           |
|                           | CIVILIAN INMATE LABOR<br>PROGRAM  | A         | AR 210-35   | HQ TRADOC/BLI,<br>LEE, MCCL, LVN |
|                           | DEFENSE SITES ENVIRONMENTAL<br>RESTORATION TRACKING SYSTEM<br>(DSERTS)                | SA        | AR 200-1  | HQ TRADOC/INSTLS                 |

**DEPUTY CHIEF OF STAFF FOR BASE OPERATIONS SUPPORT (DCSBOS)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>  | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b>   | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|---|-------------------------|
|                                   | INSTALLATION ACTION PLAN (IAP)   | A                | AR 200-1  | INSTLS                  |
|                                   | UNCONSTRAINED COST TO<br>COMPLETE BUDGET REQUIRE-<br>MENTS SUBMISSION  | A                | DA POM SUBMISSION   | HQ TRADOC/INSTLS        |
|                                   | CONSTRAINED COST TO<br>COMPLETE BUDGET DEVELOP-<br>MENT DATACALL   | A                | ENVIRONMENTAL<br>RESTORATION, ARMY<br>ACCOUNT MGT                       | HQ TRADOC/INSTLS        |
|                                   | FY MACOM WORKPLAN  | Q                | AR 200-1  | HQ TRADOC               |
|                                   | FY OBLIGATION PLAN   | M                | AR 200-1  | HQ TRADOC               |
|                                   | NOMINATION OF PROJECTS<br>FOR FOREST PEST SUPPRESSION<br>FUNDING BY U.S. FOREST SERVICE                      | A                | AR 200-3  | HQ TRADOC/INSTLS        |
|                                   | ANNUAL WORKPLANS FOR<br>FORESTRY, AGRICULTURAL/<br>GRAZING AND FISH AND<br>WILDLIFE REIMBURSABLE<br>PROGRAMS | A                | AR 200-3  | HQ TRADOC/INSTLS        |
|                                   | ANNUAL ENDANGERED<br>SPECIES UPDATE  | A                | AR 200-3  | INSTLS                  |
|                                   | SECTION 312 HAZARDOUS<br>CHEMICAL INVENTORY  | A                | EO 12856 (EMERGENCY<br>PLANNING AND<br>COMMUNITY RIGHT-<br>TO-KNOW ACT) | INSTLS                  |
|                                   | SECTION 313 TOXIC<br>RELEASE INVENTORY   | A                | EO 12856  | INSTLS                  |
|                                   | ENVIRONMENTAL PROGRAM<br>REQUIREMENTS (EPR)  | SA               | EO 12088  | HQ TRADOC/INSTLS        |
|                                   | INSTALLATION STATUS REPORT<br>PART II (ISR II)   | A                | DA/CSA INITIATIVE,<br>2 OCT 95  | INSTLS                  |
|                                   | ENVIRONMENTAL QUALITY<br>REPORT (EQR)  | Q                | DOD, DA REPORTING<br>REQUIREMENT; AR 200-1                              | INSTLS                  |
|                                   | OVERAGED AUDIT   | SA               | DA GUIDANCE   | HQ TRADOC               |
|                                   | PERFORMANCE BASED SERVICE<br>CONTRACTING   | Q                | CHECKLIST   | INSTL DOC'S             |
|                                   | LABOR STANDARDS<br>ENFORCEMENT   | BI               | DFARS 22.406-13   | INSTL DOC'S             |
|                                   | OZONE DEPLETING CHEMICALS<br>NATIONAL DEFENSE  | A                | PL 102-484  | INSTL DOC'S             |
| CSGPA-1730                        | EXCEPTIONAL FAMILY MEMBER<br>PROGRAM (DA 5864-R)   | A                | AR 608-75   | HQ TRADOC               |
|                                   | INSTALLATION LISTING OF<br>PRIVATE ORGANIZATIONS<br>GRANTED ON-POST<br>OPERATING PERMITS                     | BI               | AR 210-1/<br>DODD 1125.3  | INSTLS                  |
| CSGPA 1961                        | AMMUNITION/WEAPON<br>MALFUNCTION REPORT  | AR               | AR 75-1   | INSTLS                  |

DEPUTY CHIEF OF STAFF FOR COMBAT DEVELOPMENTS (DCSCD)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES       | PREPARING AGENCY |
|---------------------------|---|-----------|------------------------------|------------------|
|                           | INFO SYS VULNERABILITY<br>AND PROTECTION (ISVAP)<br>INTEGRATED CONCEPT TM | Q         | CHARTER SIGNED<br>BY CDR CAC | HQ TRADOC        |
|                           | INFORMATION SUPERIORITY ACT   | Q         | CHARTER SIGNED<br>BY CDR CAC | HQ TRADOC        |
|                           | TRADOC SYSTEM MGT RPT   | A         | TR 71-12                     | HQ TRADOC        |
|                           | STATUS OF CONCEPT<br>EXPERIMENTATION PROG                                 | BI/M      | TP 71-9                      | HQ TRADOC        |
|                           | CEP EXPERIMENTATION<br>REPORT   | R         | AR 73-1/<br>TP 71-9          | HQ TRADOC        |
|                           | BATTLE LAB EXECUTION RPT  | M         | DCSCD                        | HQ TRADOC        |

DEPUTY CHIEF OF STAFF FOR COMBAT DEVELOPMENTS (DCSCD)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY        | PRESCRIBING DIRECTIVES                      | PREPARING AGENCY |
|---------------------------|--|------------------|---|------------------|
|                           | COMMAND AND CONTROL<br>PROTECT (C2P) COC AND GOSC  | SA               | VOCO DA DISC4                               | HQ TRADOC/INSTLS |
|                           | ISVAP INTEGRATED PRODUCT<br>TEAM (IPT)   | Q                | IPT CHARTER SIGNED<br>BY DA DISC4           | HQ TRADOC/INSTLS |
|                           | INFO OPERATIONS COC, GOSC<br>SENIOR OPERATIONS REVIEW<br>COMMITTEE (SIORC)   | M                | VOCO DA DCSOPS                              | HQ TRADOC/INSTLS |
|                           | FORCE DESIGN UPDATE (FDU)  | SA               | AR 71-32/<br>TP 71-9                        | HQ TRADOC/INSTLS |
|                           | ARMY INVOLVEMENT IN<br>SPECIAL ACCESS PROGRAMS   | A                | SEC DEF                                     | HQ TRADOC/INSTLS |
|                           | ADVANCED CONCEPTS &<br>REQUIREMENTS (ACR)<br>MODELING & SIMULATION<br>(M&S) DOMAIN INVESTMENT<br>AND MANAGEMENT PLAN | AR<br>2 yr cycle | AR 5-11/<br>TR 5-11                         | HQ TRADOC/INSTLS |
|                           | RDTE BUDGET ITEM<br>JUSTIFICATION SHEETS<br>(R-FORMS)  | SA               | DOD FIN MGT REG/<br>DOD 7000.14-R,<br>VOL 2 | HQ TRADOC/INSTLS |
|                           | CONTINUING RESOLUTION<br>AUTHORITY (CRA)   | A                | DFAS REG 37-1                               | HQ TRADOC/INSTLS |
|                           | PHASING PLAN FOR RDTE<br>FUNDING   | A                | HQDA DIR                                    | HQ TRADOC/INSTLS |
|                           | WARFIGHTER RAPID<br>ACQUISITION PROGRAM<br>(WRAP) EXECUTION  | Q                | APPROPR BILL                                | HQ TRADOC/INSTLS |
|                           | SCIENCE AND TECHNOLOGY<br>REVIEW   | A                | TP 71-9                                     | HQ TRADOC/INSTLS |
|                           | SCIENCE AND TECHNOLOGY<br>OBJECTIVES (STO) REVIEW  | A                | ASA(ALT) DIR                                | HQ TRADOC/INSTLS |

**DEPUTY CHIEF OF STAFF FOR COMBAT DEVELOPMENTS (DCSCD)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>                    | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|-------------------------------|-------------------------|
|                                   | ADVANCED CONCEPTS AND<br>TECH PROGAM II (ACT II) | A                | PL 98-369                     | HQ TRADOC/INSTLS        |
|                                   | SMALL BUSINESS INNOVATIVE<br>RESEARCH (SBIR)     | A                | PL 97-219/99-443/<br>102-564  | HQ TRADOC/INSTLS        |
|                                   | TRANSFORMATION ACTVS<br>REPORT                   | Q                | OSD DIRECTIVE                 | HQ TRADOC/INSTLS        |

**DEPUTY CHIEF OF STAFF FOR DOCTRINE (DCSDOC)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>               | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|---|------------------|-------------------------------|-------------------------|
|                                   | TRADOC LIAISON OFFICER<br>ACTIVITIES REPORT | every 2 mo       | TR 1-17                       | DCSDOC                  |

**DEPUTY CHIEF OF STAFF FOR DOCTRINE (DCSDOC)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>                      | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|-------------------------------|-------------------------|
|                                   | NATO MILITARY AGENCY FOR<br>STANDARDIZATION WG (8) | AR               | AR 34-1                       | HQ TRADOC/INSTLS        |
|                                   | ABCA QUADRIpartite WG (8)                          | AR               | AR 34-1                       | HQ TRADOC/INSTLS        |
|                                   | BILATERAL STAFF TALKS (10)                         | AR               | AR 34-1                       | HQ TRADOC               |
|                                   | ARMY AFTER NEXT (AAN)<br>ANNUAL REPORT             | A                | CSA DIRECTED                  | HQ TRADOC               |

**DEPUTY CHIEF OF STAFF FOR TRAINING (DCST)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>              | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|-------------------------------|-------------------------|
|                                   | TUITION ASSISTANCE                         | M                | AR 621-5                      | INSTLS                  |
|                                   | TRADOC READINESS                           | SA               | TRR INSTRUCTIONS              | INSTLS/CEN/SCH          |
|                                   | INSTL EXODUS STRENGTH                      | A                | TR 600-16                     | INSTLS                  |
|                                   | PRE-EXODUS                                 | A                | TR 600-16                     | INSTLS                  |
|                                   | POST-EXODUS                                | A                | TR 600-16                     | INSTLS                  |
|                                   | EXODUS AFTER ACTION                        | A                | TR 600-16                     | INSTLS                  |
|                                   | TRADOC ARRIVAL                             | W                |                               | CENTERS                 |
| ATTG-13(RI)                       | TRADOC TRAINING<br>AMMUNITION EXPENDITURES | Q                | TR 350-8                      | INSTLS                  |

DEPUTY CHIEF OF STAFF FOR TRAINING (DCST)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS                    | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|---------------------------|---|-----------|------------------------|------------------|
|                           | INSTALLATION HRAP<br>PARTICIPATION REPORT | M         | TRADOC HRAP SOP        | INSTLS           |
|                           | USAREC HRAP WEEKLY<br>UPDATE              | W         | TRADOC HRAP SOP        | USAREC           |
|                           | USAREC HRAP MONTHLY<br>UPDATE             | M         | TRADOC HRAP SOP        | USAREC           |

DEPUTY CHIEF OF STAFF FOR TRAINING (DCST)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|---------------------------|--|-----------|------------------------|------------------|
| CSGPO-411                 | TRAINING AMMUNITION<br>MGMT INFO SYSTEM (TAMIS)                          | M         | AR 5-13                | HQ TRADOC/INSTLS |
| 0304-GSA-XX               | PRESIDENT'S ANNUAL<br>REPORT (GSA T-8204)                                | A         | PL 92-463              | HQ TRADOC        |
|                           | CONTINUING EDUCATION<br>COST/PARTICIPATION RPT<br>(DA 1821)              | Q         | AR 621-5               | HQ TRADOC        |
|                           | ARMY AIRCRAFT INVENTORY,<br>STATUS AND FLYING TIME<br>(DA 1352 & 1352-1) | M         | AR 700-138             | HQ TRADOC        |
|                           | AIRCRAFT PROGRAMMING<br>AND UTILIZATION FLYING<br>HOUR (DA 1352)         | Q         | AR 95-1                | HQ TRADOC        |
|                           | OPERATIONAL SUPPORT<br>AIRLIFT POST MISSION                              | M         | AR 95-1                | HQ TRADOC        |
|                           | CHIEF OF STAFF WEEKLY<br>UPDATE  | W         | CSA GUIDANCE           | HQ TRADOC        |
|                           | DANTES TEST<br>INVENTORY   | Q/A       | DOD GUIDANCE           | HQ TRADOC        |
| TRADOC-1                  | AIR TRAFFIC CONTROL<br>FACILITY & PERSONNEL<br>STATUS (DA 3479-6-R)      | M         | AR 95-2                | HQ TRADOC        |
|                           | TRAINING AMMUNITION<br>REQUIREMENTS<br>(COMPUTER-GENERATED)              | A         | AR 5-13                | HQ TRADOC/INSTLS |
|                           | WEAPONS DENSITY  | A         | AR 5-13                | HQ TRADOC        |



**DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)  
REQUIREMENTS INITIATED BY HQ TRADOC**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>                  | <b>FREQUENCY</b>  | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|-------------------|-------------------------------|-------------------------|
|                                   | ARMS CONTROL FINANCIAL<br>EXECUTION            | A                 | DA-DCSOPS TASKER              | HQ TRADOC               |
|                                   | ARMS CONTROL RQMTS                             | A                 | DA-DCSOPS TASKER              | HQ TRADOC               |
|                                   | ANNUAL STATEMENT OF<br>MANAGEMENT CONTROL      | A                 | AR 11-2                       | HQ TRADOC               |
|                                   | COMMAND PLAN                                   | SA                |                               | HQ TRADOC               |
|                                   | REVIEW AND ANALYSIS                            | SA                |                               | HQ TRADOC               |
|                                   | PRESIDENTS BUDGET UFRs                         | A                 | ANNUAL ABO                    | HQ TRADOC               |
|                                   | COMMANDER'S STATEMENT                          | A                 |                               | HQ TRADOC               |
|                                   | PROGRAM PE/MDEP<br>(SCHEDULE 8)                | SA                | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | PROGRAM BY AMSCO/OBJECT<br>(CLASS 41)          | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | INFORMATION TECHNOLOGY<br>SYSTEM (SCHEDULE 80) | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | CONTRACTS OVER \$100K                          | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | DECREMENTS SCHEDULE                            | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | LIMITATION 0012 FUNDS                          | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | OMA/OPA TAILS TO MCA PROJECTS                  | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | ONE-TIME ITEMS                                 | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | REPROGRAMING EXPLANATIONS                      | SA                | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | YEAREND CLOSEOUT FLASH<br>REPORT               | 6 times<br>a year | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | YEAREND CLOSEOUT EXCESS<br>REPORT              | 6 times<br>a year | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | CRA OBLIGATION PLAN DATA CALL                  | A                 | DA REPORTING<br>REQUIREMENT   | HQ TRADOC               |
|                                   | SAVINGS BOND CAMPAIGN REPORT                   | A                 | DEPARTMENT OF<br>TREASURY CIR | HQ TRADOC               |
|                                   | UNOBLIGATED AUTOMATIC<br>DRAWDOWN              | M                 | DFAS-IN REG 37-1              | HQ TRADOC               |
|                                   | OBLIGATION ADJUSTMENTS \$100K<br>PRIOR YEAR    | V                 | DFAS-IN REG 37-1              | HQ TRADOC               |
|                                   | JOINT REVIEW PROGRAM                           | TRI               | DFAS-IN REG 37-1              | HQ TRADOC               |

DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY | PRESCRIBING DIRECTIVES                       | PREPARING AGENCY |
|---------------------------|--|-----------|--|------------------|
| CSGPA-1697                | YEAREND OBLIGATION REPORT  | A         | DFAS-IN REG 37-1                             | HQ TRADOC        |
|                           | FUND ALLOWANCE INCIDENT<br>REPORT ALLOWANCE  | V         | DFAS-IN REG 37-1                             | HQ TRADOC        |
|                           | CANCELLED YEAR REPORTS   | M         | DFAS-IN REG 37-1                             | HQ TRADOC        |
|                           | YEAREND CERTIFICATION REPORT   | A         | DFAS-IN REG 37-1                             | HQ TRADOC        |
|                           | TRADOC PENDING UNIT MOVES  | M/A       | HQDA POLICY/AR 5-10                          | HQ TRADOC        |
|                           | ARMY IDEAS OF EXCELLENCE<br>PROGRAM (AIEP)   | A         | AR 5-17                                      | HQ TRADOC        |
|                           | MILITARY END OF YEAR ACTUALS   | A         | AR 570-4                                     | HQ TRADOC        |
|                           | CIVILIAN EXECUTION PLAN  | SA        | MEMO, ASA(M&RA)                              | HQ TRADOC        |
|                           | MILITARY MANPOWER TRAINING   | A         | ODCSOPS; DAMO-TR                             | HQ TRADOC        |
|                           | MILITARY COMMAND PLAN  | A         | DAMO-FDF                                     | HQ TRADOC        |
|                           | MANPOWER SCHEDULE 8  | A         | DA PAE; ASA(M&RA);<br>ODCSOPS                | HQ TRADOC        |
|                           | MANPOWER STAFFING STANDARDS<br>SYSTEM (MS-3) AND FUNCTIONAL<br>ESTIMATING EQUATION | A         | AR 71-32/570-5/<br>MEMO HQ TRADOC<br>ATRM-FI | HQ TRADOC        |
|                           | EQUIPMENT SURVEY RESULTS   | AR        | AR 570-7                                     | HQ TRADOC        |
|                           | EQUIPMENT SURVEY SCHEDULE  | A         | AR 570-7                                     | HQ TRADOC        |
|                           | COMMERCIAL ACTIVITIES<br>INVENTORY   | A         | DODI 4100.33;<br>TITLE 10, USC 2461          | HQ TRADOC        |
|                           | ARMY CA MANAGEMENT INFO<br>SYSTEMS   | A         | AR 5-20                                      | HQ TRADOC        |
|                           | 18-MONTH/36 MONTH REPORT   | AR        | DODI 4100.33                                 | HQ TRADOC        |
|                           | CPAS AND FINAL DECISION REPORT   | AR        | AR 5-20                                      | HQ TRADOC        |

DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (DCSRM)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|---------------------------|---|-----------|------------------------|------------------|
| ATRM-159                  | MILITARY OCCUPATIONAL<br>SPECIALTY/SALES TRAINING<br>COST REPORT (ATRM-159 RPT) | A         | TR 11-5                | HQ TRADOC        |

DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT (DCSIM)  
REQUIREMENTS INITIATED BY HQ TRADOC

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS   | FREQUENCY | PRESCRIBING DIRECTIVES        | PREPARING AGENCY |
|---------------------------|--|-----------|-------------------------------|------------------|
| ATIM-26                   | INSTALLATION VTC UTILIZATION   | M         | DCSIM Memo                    | INSTLS           |
|                           | TRADOC PLAN FOR<br>REENGINEERING INFO SYS<br>MODERNIZATION (TPRISM) ARCH | A         | TP 25-72                      | INSTLS           |
|                           | ARMY COMPUTER EMERGENCY<br>RESPONSE TEAM (ACERT)                         | AR        | SAIS-PAC-I, 271613Z<br>MAY 98 | INSTLS           |

DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT (DCSIM)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES             | PREPARING AGENCY        |
|---------------------------|---|-----------|------------------------------------|-------------------------|
| DD-DA&M(A)-1365           | FREEDOM OF INFORMATION<br>ACT (DD 2564)   | A         | DOD 5400.7-R                       | HQ TRADOC/INSTLS        |
| DD-DA&M(A)-1379           | PRIVACY ACT   | A         | DOD 5400.11-R                      | HQ TRADOC/INSTLS        |
| DD-P&L(Q)-1833            | POSITIVE ACCOUNTABILITY<br>POSTAGE ADMINISTRATION<br>SYSTEM (PAPAS) (TF268-R-E) | SA        | DOD 4525.8-M                       | HQ TRADOC/INSTLS        |
| DD-COMP(AR)-1467          | PRINTING REPORT   | A         | AR 25-30                           | LVN (DB)<br>THRU TRADOC |
|                           | INFORMATION TECHNOLOGY<br>METRICS   | A         | AR 25-1                            | HQ TRADOC/INSTLS        |
|                           | DEFENSE MESSAGE<br>SYSTEM USAGE   | M         | DA MSG 160952Z<br>SEP 88           | DMS PMO<br>(CF: TRADOC) |
|                           | SYSTEM ADMINISTRATOR/<br>NETWORK MANAGER  | Q         | DA MSG, SAIS-IA,<br>160639Z DEC 98 | HQ TRADOC/INSTLS        |

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DCSINT)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES                   | PREPARING AGENCY |
|---------------------------|---|-----------|--|------------------|
| AL-0230-NAR-N             | INFORMATION SECURITY<br>PROGRAM DATA RPT (SF 311)                 | A         | AR 380-5                                 | HQ TRADOC        |
|                           | BILLET REPORT   | A         | DOD 5105.21-M-1                          | HQ TRADOC        |
|                           | DISCLOSURE/DENIAL<br>OF US CMI REPORT                             | AR        | AR 380-10/<br>DOD 15230-18               | HQ TRADOC        |
|                           | NATIONAL FOREIGN INTEL<br>PROG (NFIP) PROGRAM<br>EXECUTION REPORT | Q         | DOD 7000-14-R/<br>CIA MEMO<br>CMS3647-93 | HQ TRADOC        |

DEPUTY CHIEF OF STAFF FOR SIMULATION AND ANALYSIS (DCSSA)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS             | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|------------------------|------------------------------------|-----------|------------------------|------------------|
|                        | TRADOC STUDY PROGRAM FOR DUSA (OR) | A         | AR 5-5                 | HQ TRADOC        |
|                        | STANDARDS REPORT FOR AMSO          | A         | AR 5-11/TR 5-11        | HQ TRADOC        |
|                        | COMMUNICATIONS/IM REQUIREMENTS     | A         | AR 5-11                | HQ TRADOC        |

PUBLIC AFFAIRS (PAO)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS                 | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|------------------------|--|-----------|------------------------|------------------|
|                        | MEDIA ADVISORY OF UPCOMING ARMY EVENTS | M         | CPA HQDA MEMO          | HQ TRADOC        |
|                        | PRESIDENTIAL WREATH LAYING CEREMONIES  | Q         | AR 360-61              | HQ TRADOC        |
|                        | NEWSPAPER ANALYSIS                     | A         | AR 360-81              | HQ TRADOC        |
|                        | READERSHIP SURVEY                      | BI        | AR 360-81              | HQ TRADOC        |

INSPECTOR GENERAL (IG)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS  | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY |
|------------------------|---|-----------|------------------------|------------------|
| IG(SA) 1717            | DOD INSPECTOR GENERAL SEMIANNUAL REPORT TO CONGRESS (DD 2487) | SA        | 5 USC/AR 20-1          | HQ TRADOC/INSTLS |

INTERNAL REVIEW AND AUDIT COMPLIANCE (IRAC)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL SYMBOL | TITLE AND FORM NUMBERS                                  | FREQUENCY | PRESCRIBING DIRECTIVES        | PREPARING AGENCY |
|------------------------|---|-----------|-------------------------------|------------------|
| DD-IG(SA)1574          | SEMIANNUAL FOLLOW-UP STATUS REPORT                      | SA        | DOD 7600.7-M/AR 11-7/AR 36-2  | HQ TRADOC/INSTLS |
| IG(SA)-1717            | DOD INSPECTOR GENERAL SEMIANNUAL REPORT TO THE CONGRESS | SA        | PL 95-452/DODI 7750.6/AR 36-2 | HQ TRADOC/INSTLS |
| IG(A) 1740             | AUDIT TIME REPORT                                       | A         | DOD 7600.7-M                  | HQ TRADOC/INSTLS |
|                        | INTERNAL REVIEW ANNUAL PLAN                             | A         | DOD 7600.7-M/AR 11-7          | HQ TRADOC/INSTLS |

**STAFF JUDGE ADVOCATE (SJA)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>                      | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b>  | <b>PREPARING AGENCY</b> |
|-----------------------------------|--|------------------|--------------------------------|-------------------------|
| JAG-81                            | LEGAL ASSISTANCE<br>SERVICES REPORT                | A                | AR 27-3                        | INSTLS                  |
| JAG-2(R-12)                       | JAG-2 REPORT                                       | M                | AR 27-10                       | INSTLS                  |
|                                   | AFTER ACTION REPORT ON<br>TAX ASSISTANCE           | A                | AR 27-3                        | INSTLS                  |
|                                   | VICTIM-WITNESS REPORT                              | A                | AR 27-10                       | INSTLS                  |
|                                   | SEXUAL MISCONDUCT                                  | M                | DCSPER MSG                     | INSTLS                  |
|                                   | AFFIRMATIVE CLAIMS REPORT                          | M                | AR 27-20                       | INSTLS                  |
|                                   | CLAIMS STATUS REPORT                               | M                | AR 27-20                       | INSTLS                  |
|                                   | MAGISTRATE COURT                                   | Q                | AR 27-10                       | INSTLS                  |
|                                   | TRAVEL BENEFITS<br>ACCEPTED UNDER<br>31 USC 1353   | SA               | SA POLICY,<br>8 APR 99         | HQ TRADOC/INSTLS        |
|                                   | CONFIDENTIAL FINANCIAL<br>DISCLOSURE STATUS REPORT | A                | DOD 5500.7R                    | HQ TRADOC/INSTLS        |
|                                   | ETHICS PROGRAM QUESTIONNAIRE                       | A                | 5 CFR 2638.602                 | HQ TRADOC/INSTLS        |
|                                   | ETHICS TRAINING PLAN                               | A                | DOD 5500.7-R<br>5 CFR 2638.702 | HQ TRADOC/INSTLS        |

**CHAPLAIN (CHAP)  
REQUIREMENTS INITIATED BY DA/DOD**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>TITLE AND FORM NUMBERS</b>        | <b>FREQUENCY</b> | <b>PRESCRIBING DIRECTIVES</b> | <b>PREPARING AGENCY</b> |
|-----------------------------------|--------------------------------------|------------------|-------------------------------|-------------------------|
|                                   | DISTINCTIVE FAITH GROUP<br>LEADERS   | A                | AR 165-1                      | HQ TRADOC               |
|                                   | FORCE STRUCTURE/<br>PERSONNEL STATUS | M                | AR 165-1/<br>DA PAM 165-17    | HQ TRADOC               |
|                                   | ANNUAL TRAINING                      | A                | AR 165-1/<br>DA PAM 165-3     | HQ TRADOC               |
|                                   | MANDATORY 1.5%                       | Q                | AR 165-1                      | HQ TRADOC               |
|                                   | 30% DRAWDOWN                         | A                | AR 165-1                      | HQ TRADOC               |
|                                   | ANNUAL REPORT                        | A                | AR 165-1                      | HQ TRADOC               |
|                                   | CONTRACTS, AF                        | A                | AR 165-1                      | HQ TRADOC               |
|                                   | CONTRACTS, NAF                       | A                | AR 165-1                      | HQ TRADOC               |
|                                   | DD FORMS 1391                        | A                | AR 165-1                      | HQ TRADOC               |
|                                   | CMRP                                 | A                | AR 165-1                      | HQ TRADOC               |
|                                   | T611R                                | M                | AR 165-1                      | HQ TRADOC               |
|                                   | AAR ON GRANTS                        | AR               | AR 165-1                      | HQ TRADOC               |

MILITARY HISTORY (MH)  
REQUIREMENTS INITIATED BY DA/DOD

| REPORTS CONTROL<br>SYMBOL | TITLE AND FORM NUMBERS                 | FREQUENCY | PRESCRIBING DIRECTIVES | PREPARING AGENCY            |
|---------------------------|--|-----------|------------------------|-----------------------------|
|                           | TRADOC HISTORICAL<br>PUBLICATIONS PLAN | A         | AR 870-5               | HQ TRADOC<br>(SUBMIT TO MH) |
|                           | HISTORIANS' ACTIVITIES                 | SA        | AR 870-5               | HQ TRADOC<br>(SUBMIT TO MH) |
|                           | TRADOC ANNUAL<br>COMMAND HISTORY       | A         | AR 870-5               | HQ TRADOC                   |
|                           | MUSEUMS ANNUAL RPT                     | A         |                        | HQ TRADOC                   |

**Appendix D**  
**Alphanumeric Index of Approved Recurring Reports**

| <b>REPORTS CONTROL<br/>SYMBOL</b> | <b>PAGE NO IN<br/>APPENDIX C</b> |
|-----------------------------------|----------------------------------|
| 0304-GSA-XX                       | 16                               |
| 1270 HEW-AN                       | 9                                |
| AG-860                            | 7                                |
| AL-0230-NAR-N                     | 19                               |
| ATBO-1                            | 7                                |
| ATBO-20(R4)                       | 6                                |
| ATBO-23(R2)                       | 7                                |
| ATBO-61                           | 6                                |
| ATBO-S                            | 5                                |
| ATIM-26                           | 19                               |
| ATRM-159                          | 18                               |
| ATTG-13(RI)                       | 15                               |
| CSGLD-1816                        | 11                               |
| CSGLD-1111(R3)                    | 12                               |
| CSGLD-1596(RS)                    | 12                               |
| CSGLD-14538                       | 12                               |
| CSGPA-663(R6)                     | 9                                |
| CSGPA-1291                        | 9                                |
| CSGPA-1353(R3)                    | 7                                |
| CSGPA-1471(R1)                    | 7                                |
| CSGPA-1697                        | 17                               |
| CSGPA-1730                        | 13                               |
| CSGPA-1746                        | 7                                |
| CSGPA-1961                        | 13                               |
| CSGPO-411                         | 16                               |
| CSOCS-308/309                     | 5                                |
| DA&M(A)1538                       | 9                                |
| DD-ACQ(AR)1862                    | 6                                |
| DD-ACQ&T                          | 19                               |
| DD-COMP(AR)1467                   | 19                               |
| DD-DA&M(A)1365                    | 19                               |
| DD-DA&M(A)1379                    | 19                               |
| DD-IG(SA)1574                     | 20                               |
| DD-IG(SA)1580                     | 7                                |
| DD-P&L(Q)1833                     | 19                               |
| ENG-328                           | 10                               |
| IG(SA) 1717                       | 20                               |
| IG(A) 1740                        | 20                               |
| JAG-2(R-12)                       | 21                               |
| JAG-81                            | 21                               |
| JUST-1010                         | 9                                |
| MTMC-7(R2)                        | 10                               |
| MTMC-11                           | 11                               |
| MTMC-54                           | 11                               |
| MTMC-74                           | 11                               |
| MTMC-75                           | 11                               |
| MTMC-76                           | 11                               |
| MTMC-88                           | 11                               |
| MTMC-98(R1)                       | 11                               |
| MTMC-150                          | 11                               |
| MTMC-179                          | 11                               |
| TRADOC-1                          | 16                               |

## TRADOC Pam 25-53

### Appendix E Index of Reporting Forms

| FORM NO             | RCS #          |
|---------------------|----------------|
| DD FORM 2324-A      | DD-ACQ&T       |
| DD FORM 2324-1      | DD-ACQ&T       |
| DD FORM 2487        | IG(SA)1717     |
| DD FORM 2563        | DA&M(A)1538    |
| DD FORM 2564        | DD-DA&M(A)1365 |
| DD FORM 2579        | DD-ACQ(AR)1862 |
| DD FORM 2701        |                |
| DA FORM 1352        |                |
| DA FORM 1352-1      |                |
| DA FORM 1821        |                |
| DA FORM 2969-R      | CSGLD-1596(RS) |
| DA FORM 3056        | JUST-1010      |
| DA FORM 3711-R      | CSGPA-1291     |
| DA FORM 3479-6-R    | TRADOC-1       |
| DA FORM-4170-R      |                |
| DA FORM 4612-R      | CSGPA-1746     |
| DA FORM 4811-R      | CSGLD-1816     |
| DA FORM 5864-R      | CSGPA-1730     |
| DA FORM 7169-R      |                |
| DA FORM 7318-1-R    |                |
| DA FORM 7318-2-R    |                |
| DA FORM 7351-R      |                |
| GSA T-8204          | 0304-GSA-XX    |
| SF 311              | AL-0230-NAR-N  |
| ATRM 159            | ATRM-159       |
| TRADOC FORM 216-R-E | ATBO-1         |
| TRADOC FORM 268-R-E | DD-P&L(Q)1833  |
| TRADOC FORM 406-R   | ATBO-23(R2)    |

### Glossary Section I

|        |   |
|--------|---|
| AFARS  | Army Federal Acquisition Regulation Supplement    |
| AP     | Army pamphlet                                     |
| AR     | Army regulation                                   |
| CofS   | Chief of Staff                                    |
| Chap   | Chaplain  |
| DA     | Department of the Army                            |
| DCSBOS | Deputy Chief of Staff for Base Operations Support |
| DCSCD  | Deputy Chief of Staff for Combat Developments     |
| DCSDOC | Deputy Chief of Staff for Doctrine                |
| DCSIM  | Deputy Chief of Staff for Information Management  |
| DCSINT | Deputy Chief of Staff for Intelligence            |



|        |  |
|--------|--|
| DCSR   | Deputy Chief of Staff for Recruiting               |
| DCSRM  | Deputy Chief of Staff for Resource Management      |
| DCSSA  | Deputy Chief of Staff for Simulations and Analysis |
| DCST   | Deputy Chief of Staff for Training                 |
| DoD    | Department of Defense                              |
| DoDI   | Department of Defense Instruction                  |
| EO     | Executive Order                                    |
| FM     | field manual                                       |
| HQ     | Headquarters                                       |
| IG     | Inspector General                                  |
| IRAC   | Internal Review and Audit Compliance               |
| MICO   | Management Information Control Officer             |
| MH     | Military History                                   |
| PA     | Public Affairs                                     |
| PL     | Public Law   |
| RCS    | requirements control symbol                        |
| SADBU  | Small and Disadvantaged Business Utilization       |
| SF     | standard form                                      |
| SJA    | Staff Judge Advocate                               |
| TAI    | TRADOC Acquisition Instruction                     |
| TF     | TRADOC form  |
| TP     | TRADOC pamphlet                                    |
| TR     | TRADOC regulation                                  |
| TS     | TRADOC supplement                                  |
| TRADOC | United States Army Training and Doctrine Command   |
| USAR   | United States Army Reserve                         |
| USAREC | United States Army Recruiting Command              |
| USC    | United States Code                                 |
| VERA   | Voluntary Early Retirement Authority               |

## **Section II**

### **Terms**

#### **Frequency**

How often the report is required.

#### **Initiating agency**

The DOD, DA, or interagency organizational element, or HQ TRADOC staff element establishing the information management collection requirement.

#### **MINIMIZE status**

The predetermined status of the reporting requirement by the initiating agency for submission by electrical message under condition MINIMIZE.

#### **Monitoring agency**

The HQ TRADOC staff element, installation, command, center, school, or activity within TRADOC responsible for preparing and submitting all or part of the report to the initiating agency.

#### **Requirement control symbol**

A symbol assigned to an approved reporting requirement by the initiating agency.

#### **Requiring directive**

Official directive which creates or changes the reporting requirement; states who will submit the data; and provides procedures, definitions, forms, and information sources.

## **Section III**

### **Explanation of Codes**

#### **Frequency codes**

D – Daily; W – Weekly; BW – Biweekly; SM – Semimonthly; M – Monthly; Q – Quarterly; SA – Semiannually; A – Annually; BI – Biennially; TRI – Triennially; V – Variable; AR – As required; R – Recurring

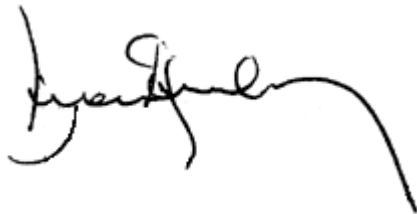
#### **MINIMIZE status code**

The abbreviation MIN within parenthesis (MIN) following the RCS indicates electrical responses are required during MINIMIZE.

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS  
Major General, GS  
Chief of Staff



THOM E. TUCKEY  
Colonel, GS  
Deputy Chief of Staff  
for Information Management